

DJS ASSISTANT SUPERINTENDENT RESIDENTIAL FACILITY (2614)

CLASS DESCRIPTION

The following is a Class Description. A Class Description provides information about the Nature of Work, Examples of Work and General Requirements for a classification in the Management Service or a classification in which all positions have been designated Special Appointments. Required Knowledge, Skills and Abilities; specific minimum Education and Experience Requirements; Special Requirements; and recruitment and testing procedures are set by the using agency.

I. NATURE OF WORK:

A DJS Assistant Superintendent Residential Facility is the managerial level of work overseeing the daily administration, management and overall operation of a large Department of Juvenile Services facility or multiple smaller facilities. An employee in this classification functions as deputy to the facility superintendent and assumes full responsibility for the facility or facilities in the absence of the superintendent. Employees in this classification manage the work of employees providing services to resident youth through subordinate supervisors.

Employees receive managerial supervision from a Department of Juvenile Services superintendent or from a program manager charged with directing the operation of the facility. Employees may be required to work evenings, weekends and holidays and may be subject to call-in based on staffing needs or emergency situations. Employees may be subject to verbal abuse by youths and will be required to remain calm in stressful situations involving agitated, irate or overwrought youths.

The DJS Assistant Superintendent Residential Facility is differentiated from the DJS Residential Group Life Manager II by the scope of managerial responsibility and accountability. Where assigned, the DJS Residential Group Life Manager II oversees all services of the facility except administration. For DJS Youth Centers the Assistant Superintendent Residential Facility is differentiated from the DJS Director Youth Center in that the DJS Director Youth Center is the managerial level of work overseeing the operation of a single Youth Center while the DJS Assistant Superintendent Residential Facility oversees the operation of all of the youth centers which comprise the entire DJS facility.

II. EXAMPLES OF WORK: (Examples are illustrative only)

Manages the work of DJS Resident Advisors, DJS Case Managers and other direct care and administrative staff through the supervision of subordinate supervisors;

Assists the superintendent in the administration of the facility, including budget and staffing responsibilities, and assumes responsibility for the operation and administration of the facility in the absence of the superintendent;

Oversees all operations of the facility, including buildings and grounds, transportation, dietary, education, recreation, and medical and emergency services;

Recommends and implements policy modifications and briefs subordinate supervisory staff on changes in facility or departmental policies;

Oversees the development, implementation and evaluation of treatment programs and services for resident youth;

Coordinates programs and services with other service providers such as educational administrators, local health departments and community groups;

Makes regular inspections of the facility to ensure that security and safety are properly maintained and policies and regulations are consistently enforced;

Identifies staff training needs, develops training initiatives, implements training programs and advises appropriate personnel of additional training requirements;

Reviews incident and staff reports prepared or reviewed by subordinate supervisors and compiles statistical reports;

Attends meetings with DJS headquarters administrators to keep abreast of departmental focus and policy, trends in services to juvenile populations and new legislation and regulations;

When assigned to multiple facility sites, coordinates scheduling of activities at various sites for optimum staff utilization;

Performs other related duties.

III. GENERAL REQUIREMENTS:

1. Candidates must be fully certified by the Maryland Correctional and Training Commission prior to appointment are required to maintain certification while employed.
2. Specific minimum Education and Experience Requirements; Special Requirements; and recruitment and testing procedures are set by the using agency.

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Class descriptions broadly define groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency specifically address the essential job functions of each position.

APPROVED: _____
Director, Division of Salary Administration
and Position Classification